

## Staff Report

**To:** Mayor and Town Council

**From:** Tammi Ledley, Town Manager

**CC:** Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff

**Date:** October 7, 2019

**Re:** October Staff Report

- 1. Downtown Revitalization Project:** Town staff attended the twenty sixth monthly partnering meeting on September 19<sup>th</sup>, 2019. In addition to our monthly meetings, Town staff meets with SHA's project manager and C.J. Miller's superintendent every Monday morning to discuss the Main Street project schedule and updates.

The Main Street Project is the revitalization of 1.63 miles of State Highway Route 30 from railroad track to railroad track. This portion of the Route 30 roadway will be transferred to the Town after the project is completed. Approximately 2.37 miles of Route 30 is within the Town limits. SHA asked if the Town would accept the transfer of the 2.37 miles. An agreement was reached that we would accept the transfer of the additional roadway from the southernmost Hampstead municipal corporate limits (.18 mile south of North Woods Trail) to the northernmost Hampstead municipal corporate limits (.08 mile north of Farm Woods Lane) if SHA made improvements to the roadway. It was agreed that SHA would repair or replace the stormwater infrastructure, headwalls, erosion issues, and landscaping. SHA also agreed to re-surface the road in these areas and add curbs where necessary. This extra work was added to our Main Street Project. The southern .18 has been completed except for the paving. C.J. Miller plans to begin the additional work north of railroad tracks this month.

Stormwater infrastructure work is completed as part of the original Main Street project. The landscaping crew finished the plantings in Sections 1 and 2.

Crews are restoring the shoulder that was used as a bypass lane across from J&P. They will be paving the shoulder this week and hope to finish the sidewalk next week.

Crews are also paving the shoulders in section 2 this week. C.J. Miller plans to construct the permanent road from Shiloh to North Woods Trail if the weather stays about 40 degrees. Crews will continue to work on Saturdays when needed.

Cluster boxes are being installed in section 2 where the residents currently have post office boxes because they do not have mail delivery. The plan is to have all the cluster boxes in this section installed before the post office relocates to the Roberts Field Shopping Center. The post office has rescheduled their move to October 27<sup>th</sup>.

- 2. Business:** The Town is working with Carroll County Economic Development on a prospective business moving into Town and an existing business that is expanding.
- 3. MDOT:** Town Manager attended the annual MDOT Tour meeting. Currently, the largest project in Carroll County is our Main Street Revitalization project.

4. **Meetings:** The Town Manager attended the monthly Census Complete Count Committee Meeting, the Carroll County public hearing on the comprehensive rezoning, and hosted the Town Managers Luncheon at J&P.
5. **Finance Department:** The auditors are putting the final touches on our yearly financial statement and should have everything completed by the October 31<sup>st</sup> deadline, after which Council Members will receive a copy and the statement will be posted on our website.
6. **Installation of Water Line to Well #36:** The Town has released a Request for Bids for the construction of a raw water line to our Well #36 at the North Carroll Farms Pump House. A mandatory pre-bid conference was held today and the three prospective bidders also visited the work site. Bids are due on November 4<sup>th</sup> and the contract award will be made at the November 12<sup>th</sup> Town Council meeting. All work will need to be completed by March 31<sup>st</sup>.